

## Community Eligibility Provision Reporting Instructions

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between **April 1 and 11**, **2022**.

USDA <u>Memo SP 20-2017</u> discusses this requirement in more detail.

See reporting instructions below.

Contact Andrea Theilen at (605) 773-8067 or Andrea. Theilen@state.sd.us or Teresa Motlas at (605) 367-7040 or Teresa. Motlas@state.sd.us with questions.

This institution is an equal opportunity provider.

## Reporting Instructions

**Step 1:** Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

**Step 2:** Log in to the iCAN system and under "Applications" in the blue bar at the top of the screen click on "Community Eligibility Provision"



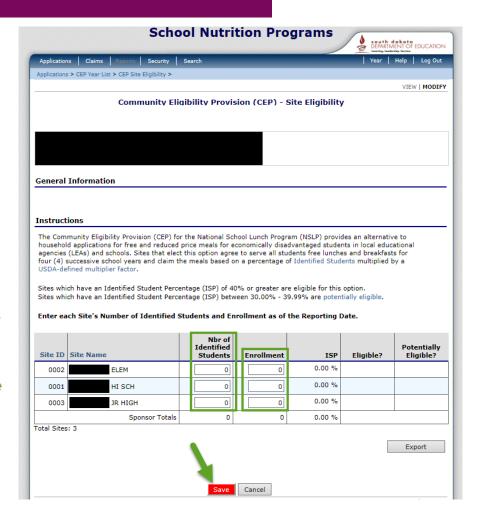
Step 3: Click "Add" for SY 2021-22



## **Instructions Continued**

**Step 4:** For each site use data as of **April 1** and:

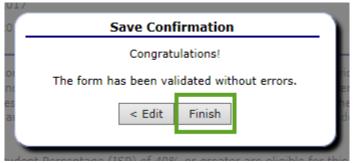
- Enter the Number of Identified Students
  - Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination.
     Students approved free/ reduced based on income should not be included in this number.
  - This number should come from your eligibility roster, the document you use to create your claims, OR from the iMATCH system.
- Enter the Enrollment from Infinite Campus or NASIS
- ⋄ Click "Save"



You can find more information and instructions about the iMATCH system in the iMATCH Manual.

**Step 5:** A pop up will appear. Click "Finish" if you are done or "Edit" if you wish to revise your information.

- Remember to Log Out When you are finished.
- You will be able to modify your information until April 11, 2022.



## **iMATCH Instructions**

for schools that currently operate a special provision (CEP, P2,)

SFAs that are approved for CEP, or Provision 2– Please use iMATCH to determine the 'Identified Student' numbers per site. See instructions below:

Log in to iMATCH: <a href="https://imatch.sd.gov/login.aspx">https://imatch.sd.gov/login.aspx</a>

If you do not know your Username or Password, please email **DOE.SchoolLunch@state.sd.us** 

- After logging in, click on Student Eligibility (1) → Administration (2) →
  DC Matching (3) → Matched tab (4).
- Next, use the Site drop-down (5) to select an individual site.
- Next, use the Date range (6) to limit information from 7/1/21 to 4/1/22.
- Uncheck the Exclude checkboxes (7), and click Apply (8).
- After clicking Apply, the Identified Students will load for the site selected as 'Matched Students'. Use this count in CEP Reporting.



